



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

RESEARCH PROGRAM SPECIALIST I

\$4,930 - \$6,171

SPECIAL COUNSEL'S OFFICE SACRAMENTO

RESPONSIBILITIES:

Under the general direction of the Staff Services Manager I, the incumbent is responsible for independently conducting research, analysis and consultative services for the California Department of Insurance's (CDI) rulemaking projects. This work entails forecasting the impact that particular regulations have on California jobs, businesses, and investments, as well as identifying any affect the regulations have on innovation, and benefits to the health, safety, and welfare of California residents, worker safety, and the state's environment and quality of life. The incumbent will provide technical assistance to project teams such as CDI attorneys, program managers and other appropriate staff to navigate the approval process of the Office of Administrative Law (OAL) under the Administrative Procedure Act. The incumbent will coordinate CDI's participation in the National Association of Insurance Commissioners (NAIC) national meetings and other conferences, monitoring NAIC communications and other related NAIC activities. The incumbent will also conduct complex studies and Commissioner's initiatives, and advise departmental staff on findings related to the assigned area of research.

DESIRABLE QUALIFICATIONS:

- Strong background and relevant experience in conducting complex studies
- Knowledge of statistical and other methods used in the analysis and projection of data
- Ability to communicate effectively in writing and verbally to individuals and groups
- Ability to analyze information and make recommendations
- Plan and carry out research projects
- Prepare and present reports
- Strong analytical, inter-personal and organizational skills
- Ability to meet deadlines and perform will under pressure

WHO MAY APPLY:

Applications will be accepted from current State employees at the Research Program Specialist I level, those within transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility***

11/13/14 VS

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

(i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed Examination/Employment Application (STD. 678) and proof of meeting the minimum qualifications of the classification to Vanessa Singh, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Research Program Specialist I, PSN # 413-117-5742-XXX" ON THE STATE APPLICATION.**

Applications must be postmarked by the final filing date to be considered. For additional information, please call Vanessa Singh at (916) 492-3316.

FINAL FILING DATE: Thursday, November 27, 2014 - Close of Business (5:00 p.m.)

NOTE: All interested individuals must submit an Examination/Employment Application (STD. 678) and proof of meeting the minimum qualifications of the classification for which you are applying in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one position, a separate Examination/Employment Application (STD. 678) is required for each vacant position for which you would like to be considered.

11/13/14 VS

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.
